



STATE OF WASHINGTON
DEPARTMENT OF COMMUNITY,
TRADE AND ECONOMIC DEVELOPMENT

906 Columbia Street SW
P.O. Box 48350
Olympia, WA 98504-8350
Fax: 360/586-4162
360/725-3019
Attn: Bond Users
Clearinghouse

BOND REPORT FORM 101

1. Name of Issuer: _____
Address of Issuer: _____

 2. County in which the entity using the bond proceeds is located: _____
If two to four counties are using the bond proceeds, type names in the blank field. If more, click on "various counties" or "all counties."
 3. Principal user (if different than issuer): _____
 4. Exact title of bond (or "type of debt" if no title): _____
 5. Was the bond issue "voter-approved"? Yes ☐ No ☐
 6. (a) Par value: Tax-exempt \$ _____ (b) Net interest cost*: Tax-exempt _____ % ☐
Taxable \$ _____ Taxable _____ % ☐
- * See instructions for formula. If either or both interest rates are variable rather than fixed, please check the box(es) to the right of the percentage signs.
7. Discount: \$ _____ Premium: \$ _____
 8. Dated date of bond: _____ Date of bond sale: _____
 9. What is the underlying security on which this bond issue is based, such as taxes or other revenue stream(s) that support the debt? **(Please answer the question even if an official statement is enclosed.)**

 10. Name of financial advisor: _____
 11. Name of bond counsel: _____
 12. Name of lead underwriter(s): _____
 13. Name of company insuring bond: _____
 14. Name of registrar: _____
 15. Name of trustee: _____
 16. Purpose of proceeds: **(Please answer question even if official statement is enclosed.)**

17. What is the maturity date? _____ (*Please answer question even if official statement enclosed.*)

If official statement is not enclosed, attach maturity schedule including dates, amounts and interest rates.

18. Method of bond sale: Competitive Bids ☐ Negotiated Sale ☐ Private Placement ☐ _____ ☐

19. If it was a competitive sale, how many bids were received? _____

20. If the bond sale was negotiated, express the gross underwriting spread (see instructions for definition).

Only leave field blank if there is no fee: \$ _____. ☐ Check box if figure is an estimate.

21. List the fee for bond counsel service (only leave field blank if there is no fee): \$ _____.
☐ Check box if the above figure is an estimate.

22. Indicate other fees and costs associated with bond issuance (not included as part of the costs in questions #20 and 21). Only leave fields blank if there are no fees. Check boxes when figures are estimates.

Legal / Underwriter's Counsel Fee:	\$ _____	<input type="checkbox"/>	Financial Advisor:	\$ _____	<input type="checkbox"/>
Administrative / Commission Fee:	\$ _____	<input type="checkbox"/>	Bond Insurance:	\$ _____	<input type="checkbox"/>
Feasibility Study:	\$ _____	<input type="checkbox"/>	Advertising / Printing:	\$ _____	<input type="checkbox"/>
Rating Agency:	\$ _____	<input type="checkbox"/>	Out-of-State Travel:	\$ _____	<input type="checkbox"/>
Trustee:	\$ _____	<input type="checkbox"/>	Misc: _____	\$ _____	<input type="checkbox"/>
Credit Enhancement (letters of credit):	\$ _____	<input type="checkbox"/>	Misc: _____	\$ _____	<input type="checkbox"/>
Escrow Costs	\$ _____	<input type="checkbox"/>	Misc: _____	\$ _____	<input type="checkbox"/>

23. Was bond rated? If yes, please state the rating given by each agency:

Standard & Poor's _____ Moody's _____ Fitch _____

24. IMPORTANT: RCW 39.44.210 requires a copy of the bond covenants to be submitted with this report form. Have you submitted such a copy? Yes ☐ No ☐

If not, state the reason and/or your intended submission date. _____

Is a copy of the official statement or offering circular available? Yes ☐ No ☐

If yes, it should be included with this report.

25. This information has been submitted by:

Name: _____

Title: _____

Affiliation: _____

Address: _____

City: _____ State: _____ Zip: _____

Email: _____

Phone: _____ Date*: _____

* If this report and supporting documents are being submitted after their due date (see instructions), briefly explain reason: _____

26. Any additional comments, questions or suggestions?

BOND REPORT FORM 101 INSTRUCTIONS

REPORTING REQUIREMENTS:

Chapter 39.44 RCW requires information on newly issued bonds to be supplied to the Department of Community, Trade and Economic Development (CTED) **within 20 days of issuance**. The underwriter of the issue should submit information on the report form provided by CTED. In cases where an issue is made without an underwriter, the issuer should supply the information. The following agencies have responsibility for completing reports:

- (a) A state fiscal agency, when it acts as bond registrar for an issue (with local governments supplying all necessary information).
- (b) Local governments issuing debt for whom the state fiscal agency is not the bond registrar.
- (c) State agencies issuing bonds (although, in this case, bond information is requested, not required).

NOTE: The issuer may opt to have an agent, such as an underwriter or bond attorney, complete the form or appropriate portions thereof.

DEFINITION OF "BOND" (for the purpose of reporting to Bond Users Clearinghouse):

Any agreement that may or may not be represented by a physical instrument, including notes, warrants, or certificates of indebtedness, that evidences an indebtedness of a state or a local government or a fund thereof, where the state or local government agrees to pay a specified amount of money, with or without interest, at a designated time or times to either registered owners or bearers, and also including any other indebtedness that may be issued by a state or local government to fund private activities or purposes where the indebtedness is of a nonrecourse nature payable from private sources, except obligations subject to chapter 39.84 RCW. (Exception: Warrants that are non-interest bearing and payable on demand need not be reported.)

GENERAL QUESTIONS:

Only questions from the report form that seem the most likely to need an explanation are highlighted in these instructions. If you need further information regarding completion of this form, please contact the Bond Users Clearinghouse at 360/725-3019.

- 2.** Give the name of the county or counties in which the agency or local government using the bonds is located.
- 3.** In some cases the principal user will not be the issuer. An example of this arrangement is one in which a state agency (the issuer) issues a bond for a local government body (the principal user).
- 4.** Specify the title of the bond being issued. If the debt does not have an official title, simply state which type of debt it represents. (Examples include: general obligation, revenue, local improvement district, warrant, tax anticipation note, or commercial paper.)
- 5.** Was the bond issue approved by a three-fifths vote of the electorate?
- 6.** (a) Indicate the par value of the bond, i.e., the amount of the principal or aggregate face value.

(b) A formula for figuring the Net Interest Cost is as follows:

$$\frac{\text{Aggregate Interest Payable (+Discount -Premium)}}{\text{Par Value of Issue} \times \text{Average Life}}$$

7. If the par value listed in 6 (a) is subject to a premium or discount by the underwriter, the dollar figures for each should be indicated in the corresponding spaces.
8. The dated date of the bond is the one that appears on the face of the bond certificate. The date of the bond sale for a competitive offering is the date of the bid opening; the date of sale for a negotiated offer or a private placement is the date of the signing of the bond purchase agreement.
9. Indicate what revenue source will be used to repay the bonds.
16. State how the bond proceeds will be used (e.g., "for the installation of a storm water management system"). If the bond's purpose is to refinance an existing debt, indicate the purpose of the original issue and its current par value; also indicate the purpose for any additional debt being incurred. (For example, "\$2 million to refinance stormwater collection bonds and \$5 million for a new secondary treatment plant.")
17. Even if an official statement is enclosed, please list the maturity date. If an official statement is not enclosed, please attach a maturity schedule that includes the maturity dates, amounts of payment, and nominal interest rate.
18. Indicate if the bonds were placed on the primary market by one of the following methods: competitive bids (do not include here public sale) open to any underwriter; a negotiated sale (i.e., one that was arranged with an individual underwriter); a private placement (i.e., direct sale to one or more investors which is not reoffered to the public); or other (e.g., mini bonds or public sales).
20. The gross underwriting spread is figured on the basis of the difference between the amount paid to the issuer for the bonds and the amount expected to be yielded when the bonds are resold on the secondary market. Please indicate the **total amount** charged by the underwriter to manage the bond issuance (**not** dollars per thousand).
22. Legal / underwriter's counsel refers to any legal fees charged to the issuer that are not reflected by charges for bond counsel (question 21) or covered by the underwriting cost (question 20). Escrow costs include those for an agent and/or for verification. Credit enhancement refers to such activities as obtaining letters of credit that improve an issuer's credit standing. Administrative / commission fees refer to those charged by the state treasurer or a finance commission. Please designate significant Miscellaneous expenses, such as Bond Cap fees.
25. Bond Users Clearinghouse staff may need to confirm reporting information with the person indicated. **Be sure to include your e-mail address, since that is often the easiest way for us to ask a quick question.**

For more information, please contact the Bond Users Clearinghouse at the Department of Community, Trade and Economic Development by calling (360) 725-3019.